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## MEMORANDUM

**DATE:** 01/14/2020

**SUBJECT:** Procedure for determining whether a small source will be required to obtain a NTV permit.

1. Source is identified by a special survey, a submitted application, or a phone call inquiry.
2. Once the source has been identified, records are gathered, requested, and discussed to determine if the regulated activity(s) will require a permit.
3. A Non-Title V Permit is required if any of the following is true:
  - a. The source is subject to an NSPS or MACT standard for which no permit exemption exists under Rule 200 Section 303.2.
  - b. The source performs one of the activities specifically listed in Rule 100 Section 200.61, but the activity does not qualify as Insignificant.
  - c. The potential to emit (PTE) of the source exceeds one of the Permitting Thresholds in Rule 200 Section 303.1. For the purpose of this determination, PTE shall be calculated using the facility's actual operating hours, production rates, and throughput of materials processed, stored, or combusted, prior to controls.